

### **Information about July 1, 2014 Pay Date**

**Q. Why is my pay being delayed?**

A. The budget enacted by the General Assembly for 2012-2014, effective for fiscal years 2012-2013 and 2013-2014, mandated the delay in pay. Simply put, the last pay to be issued during fiscal year 2014 is to be deferred until the next fiscal year. This means that the pay to be issued on June 30, 2014 must be deferred until July 1, 2014, the first banking day of the new fiscal year.

**Q. Is this deferral of my pay legal?**

A. Yes, the deferral is legal. The Budget Bill language sets aside all other language which controls pay dates and regular pay schedules.

**Q. Will this happen again in subsequent years?**

A. Yes, the recently enacted budget for 2014-2016 also includes this deferral. Therefore, the payroll for June 30, 2015 will not be paid until July 1, 2015. The same goes for the June 30, 2016 payroll which will not be paid until July 1, 2016. There will be reminders closer to those dates, but taking additional steps now will help prepare you for future delays as well.

**Q. Am I being paid less because of the delay?**

A. No, employees will not lose money. It only impacts the timing of the last payroll in the fiscal year. Employees will receive the same annual salary. Employees will simply receive three pay checks dated for July 2014 (July 1<sup>st</sup>, July 15<sup>th</sup>, and July 30<sup>th</sup>).

**Q. Does my bank already know, or should I contact them myself?**

A. Banks are being notified. The larger banks which are used most by state employees, such as CCU, KECU and Chase, have been heavily involved in this process. All other financial institutions will be advised of the delay in pay through the Kentucky Bankers' Association and the Kentucky Credit Union League. You should feel free to contact your bank with any specific questions about your account, but all institutions will be made aware of the July 1, 2014 pay date.

**Q. What if I have bills that are automatically deducted out of my account?**

A. It is important to review your scheduled bill payments, especially if you pay bills out of an account which relies on your pay deposit. Your pay will not be available until July 1, 2014. If you have bills that are scheduled for the 30<sup>th</sup> of June, you may wish to consider pushing this date back. Of course, it is important to work with each creditor and your institution to establish an appropriate payment schedule. You also should make sure that you request the payment date change far enough in advance in case there is a certain time period before the change is effective. Some businesses require 30 days advance notice for this type of change. Institutions will be aware of your delayed payroll, but please keep in mind these are separate payments to third parties (insurance companies, credit card companies, loan institutions, etc.) The Commonwealth will not cover any fees for payments processed prior to July 1, 2014 due to insufficient funds being available. In addition, the Commonwealth will not provide reimbursement for any interest lost or not earned during this time frame.

**Q. What if I have a garnishment that is scheduled for the end of the month?**

A. All court-ordered garnishments, such as child support or wage garnishments, will be taken out of your pay as usual. Your garnishments should not be impacted by this delay in pay, and you do not need to take any additional action.

Q. Will my health insurance benefits be impacted? What if I have Flexible Spending Accounts?

A. Your health insurance benefits and flexible spending benefits will continue without interruption. There should be no impact on dependent care funds due to the delayed payment schedule. If you have any questions about this, please contact the Department of Employee Insurance Member Services line at 1-888-581-8834 or 502-564-6534.

Q. Will my retirement account be impacted by this delay in pay?

A. No. If you have specific questions, you may contact the Kentucky Retirement Systems at 502-696-8800.

Q. Will the accounts I hold with the Deferred Compensation Authority be impacted?

A. The delay in pay will impact your Deferred Compensation accounts. Your deferral will be handled in the same manner as before, however your June 30, 2014 deferral will now be scheduled for a July 1, 2014 investment date. As this revised date is after the close of the second quarter, this investment will be reflected on your third quarter statement. If you have any questions about this, please contact Kentucky Deferred Comp at 1-800-542-2667 or 502-573-7925.

Q. I participate in payroll deduction with an optional insurance company – will this be impacted?

A. No. All third party vendors who participate in the Commonwealth's payroll deduction program were advised of the delay and have planned accordingly. You do not need to take any additional steps with these accounts. The amounts will be deducted out of your July 1, 2014 pay.

Q. Do I need to do anything different with my timesheet for June 1 through June 15?

A. No.

Q. Why will my salary statement be different from the information on my pay?

A. The salary statement available through KHRIS Employee Self-Service (ESS) will reflect the originally scheduled pay date of June 30, 2014; however, the salary statement will include a note indicating that this payment was actually distributed on July 1, 2014. If you receive a printed paycheck, it will be dated July 1, 2014. The salary statement date cannot be changed due to programming considerations.

Q. I will be on vacation on Tuesday, July 1st. Can I get my check on the 30<sup>th</sup> before I leave?

A. Checks cannot be distributed to any employee prior to Tuesday, July 1, 2014. However, if you enroll in direct deposit no later than June 15<sup>th</sup> you can eliminate the need for picking up a paper check and allow for automatic deposit of your pay while you're on vacation. This can be done through the Employee Self-Service Center (online) or through your HR Administrator. Please contact your HR administrator for more information related to direct deposit.

Q. How do I sign up for direct deposit?

A. An employee can sign up for direct deposit through the KHRIS Employee Self Service (ESS) website at <https://khris.ky.gov>.

- Enter your User ID and Password for the website. (Reminder: Your User ID is the same as your Employee ID, located at the top of your paystub. You can also obtain your Employee ID on this site or by contacting your human resources administrator.)
- Then choose: "Personal Information" and select "Bank Information for Direct Deposit" from the Detailed Navigation panel.
- Select "Edit" to set up your direct deposit information. (You will be prompted to enter the Bank Routing Number, Account Number and Account Type.)

- Note: Please be sure to contact your bank if you have any questions regarding their routing number or your account number. These numbers **MUST** be correct in order for your pay to be properly deposited.
- Select the “Review” button to continue.
- Please check your bank information carefully and select the “Save” button to continue.
- You will then receive a confirmation page showing your bank information along with the pay date for which this change will be effective.

Tutorials on this process are available at <https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx>. For additional information regarding Direct Deposit and Direct Payment; please review the Personnel Cabinet website at <https://personnel.ky.gov/Pages/DirectDeposit.aspx>.

Q. The delay of my pay will create a financial hardship for me. Can I get an advance on my pay?

A. The Commonwealth does not provide advances for employee pay. You may wish to check with your bank or credit union to see if you may qualify for a short-term loan to assist you during this time. In addition, KECU and CCU are both well known for assisting state employees in times of financial hardship. KECU can be reached at (800) 219-5328 or <http://www.kecu.org> and CCU can be reached at (800) 228-6420 or <http://www.ccuky.org>.